



FIRST THINGS FIRST

ADMINISTRATIVE ASSISTANT II

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty-one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

Job Summary:

Position serves in staff support capacity to Regional Director(s) located in the First Things First office in Phoenix. Position provides a variety of complex administrative tasks such as customer service, planning meetings, coordinating activities, establishing priorities, developing effective operating procedures, preparing reports and other tasks. The position requires substantial effort to coordinate and work with the teams and individuals including: Regional Directors, Regional Administrative Assistants, Regional Council members and program providers.

Typical Duties and Responsibilities:

Under the general guidance of the Regional Director/s:

- Schedule and arrange meetings/events including determining location, posting notices to agency calendars, attending meetings, preparing formal meeting minutes, and providing any follow-up activities
- Assist with special projects as assigned, which may include, but are not limited to research; analyzing data; budget preparation and tracking; report preparation; and processing grant requests
- Provide support to volunteer Regional Council members including processing applications, reimbursement requests, and related paperwork as well as responding to information requests
- Coordinate tasks with team and Administrative Assistants
- Purchase/monitor office supplies
- Prepare payroll timesheets/mileage sheets and other record keeping
- Other duties/projects assigned by the Regional Director(s)

Qualifications:

- Three years responsible administrative experience; or Bachelor's degree in a field appropriate to the assignment and two years responsible administrative experience; or a Master's degree in a field appropriate to the assignment and one year responsible administrative experience
- Organized, detail-oriented, and ability to handle multiple projects under deadline
- Proactive in identifying and completing tasks applicable to the job
- Ability to problem solve and exercise appropriate judgment
- Knowledge of the principles and practices of administration and management, regulations and operating procedures, accounting and budgeting procedures
- Knowledge of Arizona Open Meeting Law and Robert's Rules of Order
- Skills in oral and written communication
- Team player
- Strong computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher at a minimum
- Ability to operate general office equipment such as LCD projector, digital recorder, digital camera, etc.

Review of resumes will begin on September 24, 2012 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references to:

www.azstatejobs.gov

In the AZ State Personnel System, this position is classified as a Grade 15, with a salary range of \$25,507.87 to \$42,756.48. The State of Arizona offers an outstanding comprehensive benefits package.